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14 March 1972

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MEMORANDUM FOR: [redacted]

SUBJECT : Authority for Disposal for Agency Records

STATUTORY AUTHORITY FOR DISPOSAL OF RECORDS:

The legal basis for the disposal of Federal records is governed by the provisions of the Records Disposal Act of 1943 as amended in 1945, 1949, and 1970. The National Archives and Records Services of GSA has published General Records Schedules that specify the types of Federal records for which disposal is not authorized. These also schedule the time periods for retention of temporary records which have insufficient administrative, legal, research, or other value to warrant prolonged preservation. For certain types of records not in the General Schedules, requests for disposal authorization may be submitted to the Archivist of the United States.

CIA RECORDS DISPOSAL CONTROL:

The CIA does have a formal Records Management Program which is prescribed in Headquarters Regulation [redacted] and parallels the Program details specified in the GSA Federal Property Management Regulations. In this Program the disposal of Agency records is accomplished in accordance with approved Records Control Schedules which comply with the Federal statutes, GSA regulations, and requirements of the Archivist of the United States.

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CIA Records Administration Officer

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